



## PARK PAVILION PERMIT

**TOWN OF BIG FLATS**  
**Department of Public Works**

476 Maple Street  
Big Flats, NY 14814

Phone (607) 562-8443 ext. 224  
[dpw@bigflatsny.gov](mailto:dpw@bigflatsny.gov)  
[www.bigflatsny.gov](http://www.bigflatsny.gov)

### FOR OFFICE USE ONLY

Fee Received? ( ) Yes ( ) No ( ) NA

Insurance Filed – If Applicable? ( ) Yes ( ) No ( ) NA

Town of Big Flats named Additional Insured? ( ) Yes ( ) No ( ) NA

Date Permit Issued: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_

THIS PERMIT IS ISSUED BY \_\_\_\_\_ - DPW FOR THE TOWN OF BIG FLATS  
Signature and Title

ORGANIZATION/GROUP: \_\_\_\_\_

NAME OF PERSON IN CHARGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE # (H): \_\_\_\_\_ (W): \_\_\_\_\_ Email: \_\_\_\_\_

DATE(S) RESERVED: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

ACTIVITY PLANNED: \_\_\_\_\_ APPROX. # FOR ACTIVITY: \_\_\_\_\_

### PAVILION:

☐ Liz Farr (50-60 max), Community Park Extension, Registro Dr. (\$20.00)

☐ Sperr (65-75 max), Sperr Memorial Park, Kahler Rd. (\$20.00)

☐ Coopers (200 max), Community Park, Pavilion Dr. (\$40, \$100)

☐ Jacobus (200 max, BBQ pit), Community Park, Pavilion Dr. (\$40, \$100)

| Type of Event | # Attending | Fee |
|---------------|-------------|-----|
|---------------|-------------|-----|

|   |                 |         |
|---|-----------------|---------|
| <input type="checkbox"/> Family Groups..... | 99 or less..... | \$40.00 |
|---|-----------------|---------|

|  |                  |          |
|--|------------------|----------|
| <input type="checkbox"/> Corporate Groups..... | 100 or more..... | \$100.00 |
|--|------------------|----------|

FEE ENCLOSED: \$\_\_\_\_\_ FEES MUST BE PAID WHEN THE APPLICATION AND INSURANCE (if applicable) ARE SUBMITTED. Make check or money order payable to: "TOWN OF BIG FLATS".

**(Reverse Side)** I have read the conditions, rules, and regulations listed on the reverse side of this form pertaining to this permit and agree to abide by them and all other park rules. **PLEASE HAVE PERMIT WITH YOU THE DAY OF YOUR OUTING.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

*( Over Please to Complete Back Side )*

## **CONDITIONS OF RESERVATION PERMIT**

Be it known that all parks and fields owned by the Town of Big Flats are open to the general public during park hours (sunrise to sunset). Reserved times indicated on this permit give the permit holder priority use of the park property during those designated times only. If the permit holder is not using the pavilion during the reserved time, it reverts back to general public park use.

The person or organization receiving this permit agrees to defend, indemnify, and hold harmless, the Town of Big Flats and its Officers, Agents, and Employees from any and all claims, causes of action, or liability whatsoever, including reasonable attorney's fees arising from use of the Town's premises or from activities allowed under this permit. In addition, in consideration for being granted this permit and receipt thereof, the permittee and/or his/her/its invited guests hereby release the Town of Big Flats from any and all injuries, damages, and like claims arising from any source whatsoever.

### **Rules and Regulations:**

- A. This reservation is not assignable or transferable.
- B. The applicant shall be at least 21 years of age and shall assume full and complete responsibility for supervising and requiring safe and proper conduct by those using the Town's facilities.
- C. No one shall be permitted to serve or consume alcoholic beverages on the Town's premises.
- D. The applicant shall clean the area and properly dispose of any trash or refuse after using the premises.
- E. The applicant shall be responsible and liable for any damage to the premises other than normal wear and tear.
- F. This permit shall not be effective unless the applicant maintains a General Liability Policy of insurance naming the Town of Big Flats as an additional insured and it shall be primary to any other applicable insurance coverage for the defense and indemnification of any claim arising against the Town from the use of the Town's premises or equipment or for any activity permitted under this permit. Said insurance must provide minimum coverage of \$1,000,000 to cover personal injury including death and \$1,000,000 to cover property damage. Proof of insurance must be provided to the Town on a form acceptable to the Town at least five (5) business days before the permit is to take effect.
- G. PAVILIONS CANNOT BE RESERVED FOR FUND-RAISING EVENTS.

**PLEASE SIGN AND DATE THIS PAGE AFTER THOROUGHLY READING**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Please submit the completed permit, insurance (if applicable) and appropriate fee to the Town of Big Flats.  
Your approved permit along with a receipt will be returned to you.